

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer funds to cover maintenance contracts for new capital equipment.

ORDERED,

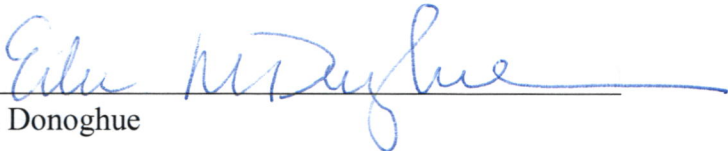
By the City Council of the City of Lowell, as follows:

That the amount of **Forty Five Thousand and 00/100 (\$45,000.00) Dollars** be transferred:

FROM: Account # 01237056 561700 more fully described in "Exhibit A"

TO: Account # 02104153 520512 more fully described in "Exhibit A"

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue
City Manager

Budget Transfer - "Exhibit A"

[illegible]

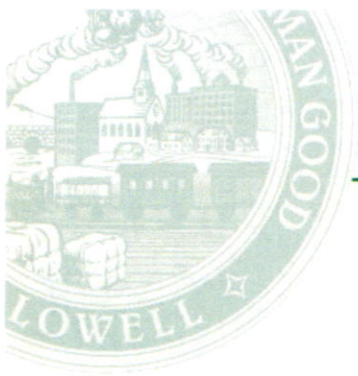
Reason for Transfer:

To fund maintenance contracts for new capital equipment

Department Signature

/s/ Superintendent Raymond "Kelly" Richardson

Chief Financial Officer



Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel Larocque
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Kelly Richardson
Superintendent of Police

Date: September 17, 2019

Re: Transfer Request

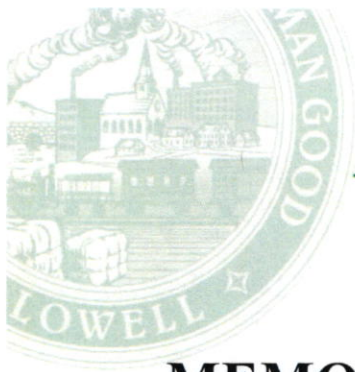
I respectfully request the transfer of \$45,000 into the Lowell Police Department Repair and Maintenance Computer Equipment account.

Approximately \$36,833 is for our new capital equipment's service and maintenance agreements for the department's key card access software and the city-wide video systems. This equipment is a key component of the department's strategy to improve public safety in the downtown central business district, as well as provide secured access within the Lowell Police Department headquarters.

The other \$7,182 is to cover the cost of the cabling and connectivity for the new LPD Precinct at the Eastern Bank location at 50 Central Street Lowell, MA. This is a necessary requirement in order to allow for the various LPD staff, such as crime analysts and LPD officers, to access the city's secured network and conduct police business from this remote location.

As these initiatives took shape and were finalized after the completion of the FY2020 budget process, supplemental funding is required to ensure the department has the proper resources to complete the fiscal year in balance.

Thank you for your time in this matter.




Conor Baldwin
Chief Financial Officer

Allison Chambers
Deputy CFO

MEMORANDUM

TO: Eileen M. Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Raymond "Kelly" Richardson, Superintendent of Police

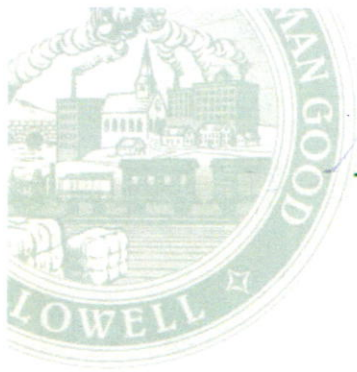
DATE: September 18, 2019

SUBJECT: LPD Transfer request – IT

The Lowell Police Department has forwarded to me a request for the City Council to transfer funds to support required maintenance contracts on IT equipment in FY2020. The equipment includes the newly acquired cameras throughout the city, swipe card locks in the LPD headquarters, and network infrastructure in the new LPD substation downtown. The majority of the equipment was funded through the capital budget, but the ongoing maintenance costs will be borne by the operation budget and, beginning next year, will be included in the LPD annual budget requests.

The total of the transfer request is \$45,000. Below is a summary of the impacted accounts. Please let me know if you have any questions.

| Account Name | Original Budget | Previous Transfers | Revised Budget | YTD | | Balance Before Transfer | Balance | |
|--------------------------|--------------------|-----------------------|-------------------|--------------------------|--------------|-------------------------------|-------------|-------------------|
| | | | | Expenditures (Actual) | Encumbrances | | Transfer | After Transfer |
| City Manager Contingency | \$ 389,167 | \$ (25,000) | \$ 364,167 | \$ - | \$ - | \$ 364,167 | \$ (45,000) | \$ 319,167 |
| LPD - R&M Computer Equip | \$ 200,000 | \$ 36,833 | \$ 236,833 | \$ 162,986 | \$ 55,030 | \$ 18,817 | \$ 45,000 | \$ 63,817 |



Eileen M. Donoghue
City Manager

September 18, 2019

Mayor William Samaras
And
Members of the Lowell City Council

Dear Mayor Samaras and Members of the Lowell City Council,

I am hereby requesting that the City Council transfer funds into the Lowell Police Department budget for the purpose of funding a few of this year's public safety initiatives.

Enclosed with the vote is a memorandum from the Superintendent of Police, which details the need for maintenance contracts on capital equipment purchased for the safety of Lowell's residents, specifically the camera equipment throughout the city and the security locks on the LPD headquarters. Also enclosed is a memorandum from the Chief Financial Officer which describes the relevant accounts.

The finance department has identified existing funds in the budget to cover these needs. No additional burden will be added to the tax levy, so this transfer is revenue neutral.

Sincerely,

Eileen M. Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer
Raymond Richardson, Superintendent of Police